

## MOVING CHECKLIST

### AT LEAST ONE MONTH BEFORE MOVING

- Organize important papers in a fire-safe box.
- Hold a garage sale or donate unwanted items to charity.
- Hire a moving company (get written estimates and references), or reserve moving truck and equipment.
- Arrange mail forwarding with Canada Post.
- Get moving supplies – boxes, packing tape, markers
- Pack (and label) boxes of seldom used items.
- List valuables to insure; arrange moving insurance.

### ABOUT TWO WEEKS BEFORE MOVING

- Confirm your moving date and time with your moving company.
- Cancel memberships, as necessary.
- Arrange to board your pets on moving day.
- Coordinate disconnect/connect dates for gas, electricity and cable TV, and other subscriptions.
- Arrange cancellation of newspaper deliveries.
- Order cheques with new address.
- Contact your doctors for medical records, dentist for dental records.
- Begin packing less-used items. Number and label each box, and create an inventory.
- Retrieve and return all borrowed items.

### THE WEEK BEFORE MOVING

- Clean out safety deposit box.
- Clean out the cupboards and plan remaining meals so you don't buy any more perishables than you have to.
- Make an inventory list of all items going with you personally. Keep valuable items such as jewelry and heirlooms with you during the move.
- Confirm arrangements and dates with moving & storage companies.
- Clean out and defrost your freezers and refrigerator.
- Disassemble furniture or other items.
- Be sure to check yard, sheds, closets, attic, basement and garage.

### ON MOVING DAY

- If doing the move yourself, load heavy furniture first, pad fragile items and secure the load.
- Clean the home and check yard before leaving.
- Keep important documents and keys handy.
- Lock windows and doors, turn off lights.
- Leave forwarding address, garage door openers and keys, if agreed to, for the new occupants.
- Make sure all windows and doors are closed and locked, and all appliances turned off.
- Take a box of basics with you, not the movers, and keep it readily available. Things to include: daily medication, snacks and bottled water, toilet paper, paper towels and cleaning rags, vacuum cleaner, cleaning products, trash bags, sponges, broom, mop.
- At your new home, supervise placement of boxes and furniture.
- Confirm utilities and phones are working.